

**Utah Special Education Advisory Panel**  
**Minutes**  
**Summer Workshop**  
**August 9, 2006**

**Present:** Tericia Leavitt, Nancy Zelenak, Roz Welch, Lisa Davenport, Gregory Jacquart, Melanie Hatch, Michelle Griner, Aubrey Goodell, Eden Gillespie, Nancy Morrill, Mark Thompson, Pamela Smith, Sue Hirase, Lorna Larsen, Ami Neff, Stephanie Rich, Kirstin Robbins, Linda Smith, Shari Lee, Teri Beck, Mona Tausinga, Kris Rice, Taryn Springer, Nan Gray, Peggy Milligan, Lisa Arbogast, John Copenhaver, Glenna Gallo, Christine Timothy, Rebecca Donovan

**Welcome and Introductions:** Ami Neff thanked everyone attending the workshop. Ami then asked everyone to introduce themselves.

**Advisory Panel Training:** John Copenhaver of Mountain Plains Regional Resource Center reported on the role of the advisory panel. There are six regional resources centers nationwide funded by the Office of Special Education Programs. Mountain Plains serves Arizona, Colorado, Kansas, Montana, Nebraska, New Mexico, North Dakota, South Dakota, Utah, Wyoming and the Bureau of Indian Affairs. Among other things, Mountain Plains facilitates a teleconference with the advisory panels in its service region. Utah's State Director of Special Education and the USEAP Chair participate in these teleconferences.

John briefly listed the functions of the advisory panel:

- Advise the SEA of unmet needs within the state in the education of children with disabilities
- Comment publicly on any rules or regulations proposed by the state regarding the education of children with disabilities (Check USEAP Operating Procedures before making public comment.)
- Advise the SEA in developing evaluations and reporting on data to the Secretary under Section 618 of the Act.
- Advise the SEA in developing corrective action plans to address findings identified in Federal monitoring reports under Part B of the Act.
- Advise the SEA in developing and implementing policies relating to the coordination of services for children with disabilities.
- Advise on eligible students with disabilities in adult prisons. The advisory panel also shall advise on the education of eligible students with disabilities who have been convicted as adults and incarcerated in adult prisons.

John also gave a listing of effective practices of successful advisory panels which includes:

- New member orientation
- Annual meeting to set goals and priorities
- Close working relationship with the state director
- Established by-laws (called operating procedures in Utah) for the panel operations
- Meetings at least every two months
- Collaboration agenda building

- Awareness brochures
- User-friendly annual report
- Advisory, not advocacy, in nature

John pointed out that an advisory panel should be proactive rather than reactive. The panel should be looking at current and emerging issues. He advises focusing in on three or four priority issues for the year.



**Roberts Rules:** Lorna Larsen gave a quick overview of Roberts Rules, using an abbreviated version. If you are interested, there is a site on the internet where information can be obtained ([www.robertsrules.org](http://www.robertsrules.org))

**Monitoring Findings:** Glenna Gallo gave a summary of monitoring (UPIPS – Utah Program Improvement Planning System).

Changes in the UPIPS process include:

- UPIPS Steering Committee – Representation from School Districts, Charter Schools, Parents, USEAP and USOE,
- Reducing Sample Size,
- Framework for Assistance and Intervention,
- Review of Survey Questions;
- Student Record Report (SRR), and
- Fiscal Support.

Positive results include:

- LRBI Committee
- ELL Proficiency in Evaluation and Eligibility,
- Majority Rights Notification,
- IEE;
- Paraeducator job description,
- Surrogate Parents,
- Current Eligibility Determination,
- Transitions, and
- Copies of IEPs to Parents,

Areas on non-compliance include:

- Regular Education Interventions,
- Caseload Limits,
- Measurable Goals,
- Incomplete or Missing PLAAFPs,
- Progress Reports,
- Participation of IEP Team Members,
- Evaluation Procedures and Eligibility Criteria,
- Review of Existing Data,
- Re-evaluation Timelines,
- Written Prior Notice,
- Notice of Meeting for Eligibility Determination, Placement, and IEP; and
- Copies of Eligibility Determination/Evaluation Summary Reports.

**Overview of Operating Procedures:** Ami Neff and Nan Gray led the group through a quick overview and discussion of the USEAP Operating Procedures.

**Staff Introductions:** With the aide of a PowerPoint presentation, Nan Gray introduced the special education staff from the Utah State Office of Education.

**Legislative Projections** – Nan reported that the Special Education Legislative Task Force will continue to work with the special education staff at USOE to improve services for students with disabilities. Some of the areas for continued focus include:

- ❖ Support legislative proposals that improve recruitment activities through the TH Bell Loan Forgiveness Program
  - Increase funding for scholarships in areas of critical shortages.
  - Align application procedures at colleges and universities to maximize special education application.
- ❖ Support Legislative proposals that strengthen new teacher induction programs within local school districts.
  - Fund Early Years Enhancement (EYE) mentoring programs.
  - Increase funding to Public Education Job Enhancement Program.
- ❖ Support legislative proposals that fund differentiated salary structures that provide greater incentive/compensation to teachers who work in difficult and/or critical shortage areas, including special education.
- ❖ Support initiatives that encourage second career options for retired general and special education teachers.
  - Amend state retirement guidelines to allow retiring professionals to immediately accept employment in critical shortages areas within the same agency.
- ❖ Support meaningful high school graduation requirements that reflect the diverse abilities and interests of students.
- ❖ Support graduation reform initiatives that encourage rigorous standards that take into account the individual goals, interests, and abilities of students who choose not to pursue a four-year college education.
- ❖ Support initiatives that provide resources to public schools to assist students in mastering the skills assessed through the UBSCT.
- ❖ Collaborate to improve early interventions in general education to support the specific learning needs of all students.
- ❖ Support efforts to increase funding for instructional delivery that includes specific interventions based on learning needs.
  - Funding for professional development.
  - Funding for general education personnel to provide instructional interventions for struggling students.
- ❖ Identify recent changes in special education that result in increased costs and seek support through legislative appropriations.
- ❖ Request Building Block to increase state funding for students receiving high-cost services aligned with new federal IDEA High-Cost Risk Pool.
- ❖ Consider how the state can assist with the financial impact of increased “child find and evaluation” requirements for private schools.
- ❖ Watch for any additional changes in new Federal Regulations that result in increased costs to districts.

**Motion:** Linda Smith – Move that USEAP send a letter to Nan Gray in support of graduation reform initiatives that encourage rigorous standards that take into account the individual goals, interests, and abilities of students.

**Second:** Eden Gillespie

After a brief discussion Linda amended her original motion.

**Amend Motion:** Linda Smith – Amend original motion to send a letter to Nan Gray in support of graduation reform initiatives to be a letter in support of all legislative items discussed.

**Second:** Stephanie Rich

After further discussion it was decided to table the discussion until the October meeting.

**Motion:** Tericia Leavitt – Move we table the discussion and action on this item until the October meeting.

**Second:** Nancy Morrill

Passed

**TA Manuals** – Janet Gibbs briefly went over a draft copy of a manual for the 3 Tier Model of Reading Instruction which will be available shortly.

Also presented was the manual for Preschool Least Restrictive Environment (LRE).

**State Special Education Rules:** Lisa Arbogast reported that work has begun on the Special Education Rules. Focus groups are meeting to acquire stakeholder input and feedback is being gathered from sources across the state.

Rules procedures are on the USOE website (Rule Adoption Procedures). When completed the draft will be posted on the USOE Special Education website and it will also be available on CDs and hard copies.

Public Hearings have been scheduled for February 2007 on the following dates in the following cities:

- ❖ 6<sup>th</sup> Ogden
- ❖ 7<sup>th</sup> Salt Lake City
- ❖ 8<sup>th</sup> Provo
- ❖ 13<sup>th</sup> Iron
- ❖ 20<sup>th</sup> Carbon

Notice of hearing dates and times posted at:

- ❖ Utah Parent Center
- ❖ Universities
- ❖ School Districts
- ❖ Disability Law Center
- ❖ Rehabilitation Offices
- ❖ Social Security Offices
- ❖ Division of Services for People with Disabilities Offices
- ❖ State Education Agency

**Summary of Complaints, Mediations and Due Process Hearings:** Lisa reported that for the 2005 – 2006 school year there were:

Due Process Hearing Requests	5 Settled 2 by Mediation
Formal State Complaints	13 Appealed – 5
Mediations	8 Settlement Agreements

**Priorities** A discussion was held to identify priorities for 06/07 USEAP focus. After the discussion a vote was taken and the following were identified as the priorities for the 06/07 school year:

- Consistency of Special Education Services
- Transition and Sustained Service
- State Special Education Rules
- Deafblind State Plan

**USEAP Nominations** –Rebecca Donovan – Reported that Kyle Walker, representing State Agency/Financing or Related Services, has been given another assignment and Rehabilitation is nominating Mark Thompson to replace Kyle on USEAP. Also, Angela Khairallah, representing Foster Care, has moved and Foster Care is nominating Nancy Zelenak to replace Angelia on USEAP. USEAP members presented voted to recommend the both names to Superintendent Harrington for appointment to USEAP:

The Chair asked for a motion to adjourn the meeting.

**Motion:** Lorna Larsen – Move the meeting be adjourned

**Second:** Stephanie Rich

Motion Passed.

**Meeting Adjourned**

**Next meeting: October 10, 2006**